#### RECC DS RETENTION SCHEDULE

Environmental Protection

RC-50, Revised 12/95 Return to Public Records Administrator

Agency

Division or Unit



STATE OF CONNECTICUT Connecticut State Library PUBLIC RECORDS ADMINISTRATION 231 Capitol Ave., Hartford, CT 06106

79 Elm Street

FOR OFFICE U'	DNLY
Retention Schedule	+ 98-54

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	If revised, ent	er pi	revious retention sch
-	number here:	#	90-1-1

	Pesticide Management - Bradford Robinson	Hartford,	CT 06106	Page 1 of 10
		APPROVED RETENTION PERIOD		0.155-0.151
(Number onsecutively)		Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (10 be filled in by State Archivist)
1.	Take home examination answer sheets from pesticide	6 years after		
	recertification workshops	receipt		#- 
				100 mg/m
2.	Pesticide licensing ledger books - records of	3 years or until		
	license and application fees paid.	audited, which-		
	*	ever is later		
3.	Pesticide registration ledger books - records of	3 years or until		SI
	registration fees paid.	audited, which-		2
		ever is later		
4.	One time pesticide permits for non-certified	3 years from		
	applicators to use restricted use pesticides.	date of issue		
				*

Address

<sup>2</sup>Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Lidison Officer)	Typed Name of RMLO	Title	Date
Motoric h. Wentuert	Victoria N. Wentworth	Agency RMLO	5/14/98
Approved (State Archivist)	Date 5/20/28	Approved (Public Records Administrator)	Effective Date of Schedule

<sup>&</sup>lt;sup>1</sup>Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

#### RECC OS RETENTION SCHEDULE

RC-50, Revised 12/95 Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE US"	JULY	,
Retention Schedule		-

Return to Public Records	s Administrator	231 Capitol Ave., Hartfo	ord, CT 06106	This schedule is original; revi
Agency Environ	mental Protection	Address 79 Elm S	treet	If revised, enter previous retention schonumber here: #_90-1-1
Division or Unit Pestici	de Management - Bradford Robinson	Hartford	1, CT 06106	Page 2 of 10 p
		APPROVED RI	ETENTION PERIOD	
(Number	RECORD SERIES <sup>1</sup> TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)

		APPROVED RETE	NTION PERIOD	
(Number nsecutively)	RECORD SERIES¹ TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
5.	Record of Golf Course fees paid under 22a-54a	3 years or until		
	ASSOCIATION AND AND AND AND AND AND AND AND AND AN	audited.		
6.	Results of laboratory analysis of pesticides	3 years after		
	purchased by DEP from retailers	analysis		
7.	Notices of Violation of pesticide laws by	permanent		
	applicators			
8.	Permits for aquatic application of pesticides	5 yrs. from issue		
9.	Permits for the aerial application of pesticides	5 yrs. from issue		
10.	Reports of inspection of retail pesticide market-	5 yrs after		
	places	inspection		

<sup>1</sup>Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup>Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Date	Title	Typed Name of RMLO	Approved (Agency Records Management Liftison Officer)
5/14/98	Agency RMLO	Victoria N. Wentworth	Victoria n. Wentweet
Effective Date of Schedule	Approved (Public Records Administrator)	Date,	Approved Sulp Archivist?
	Approved Public Records Administratory	roilas	Approved State Archivisty

### REC( DS RETENTION SCHEDULE

RC-50, Revised 12/95
Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE U	DNLY	
Retention Schedule	198-5-4	

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Agency	Environmental Protection	Address 79 Elm Stro	eet	If revised, enter previous retention schunumber here: # 90-1-1
Division or	Unit Pesticide Management - Bradford Robinson	Hartford,	CT 06106	Page 3 of 10 p
		APPROVED RETE	NTION PERIOD	
(Number consecutively)	RECORD SERIES! TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
11.	Notices of Violation to retailers, distributors	5 yrs from		
-	and registrants (manufacturers) on pesticide	issue		
	registration status			
				And the second s
_12.	Complaints of pesticide misuse	5 yrs		
	*			
_13.	Technical information for pesticide registration	permanent/archiva		
			i	-
14.	Pesticide operator licensing exam answer sheets and	5 yrs after test		
1	exam applications - passing grade	date	×	
_15.	Pesticide supervisor licensing exam answer sheets	5 yrs after test		
	and exam applications - passing grade	date		
	<sup>1</sup> Record Series is a group of similar or related records arranged under a single filing particular subject, result from the same activity, or have a particular form. <sup>2</sup> Records with a permanent retention period cannot be stored at the Records Cent.			

<sup>2</sup>Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO	Title	Date
Putric n. Wentworth	Victoria N. Wentworth	Agency RMLO	5/14/98
Approved (Sigle Archivist)	Date 5/21/98	Approved (Public Records Administrator)	Effective Date of Schedule

#### REC RDS RETENTION SCHEDULE

proyed (Agency Records Management Liaison Officer)

Approved (State Arehivist)

Typed Name of RMLO

Date

Victoria N. Wentworth

RC-50, Revised 12/95
Return to Public Records Administrator



STATE OF CONNECTICUT

Connecticut State Library

PUBLIC RECORDS ADMINISTRATION

231 Capitol Ave., Hartford, CT 06106

Agency RMLO

Approved (Public Records Administrator)

FOR OFFICE I	ONLY
Retention Schedul	e#98-5-4

This schedule is original;

Date 5/14/98

Effective Date of Schedule

Agency  Environmental Protection  Division or Unit Pesticide Management - Bradford Robinson		Address 79 Elm Street Hartford, CT 06106		If revised, enter previous retention schonumber here: # 90-1-1
				Page 4 of 10
		APPROVED RE	TENTION PERIOD	
(Number consecutively)	RECORD SERIES¹ TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
16.	Pesticide private applicator (farmer) exam answer	5 yrs after		
	sheets and applications for exams	test date		
17.	Pesticide licensing exam answer sheets and	2 yrs after		
	applications for exams (all categories) -	test date		
	failing grade			9
18.	a.) Pesticide registration forms-lists registered pesticides.	permanent		
	b.) Labels from registered pesticides submitted	5 yrs after		
	with forms.	expiration		
19.	Restricted pesticide dealer licenses	2 yrs after		
		expiration		
	<sup>1</sup> Record Series is a group of similar or related records arranged under a single fili particular subject, result from the same activity, or have a particular form. <sup>2</sup> Records with a permanent retention period cannot be stored at the Records Cent outside the office, it should be appraised for possible transfer to the State Archives. I	er. If you believe a record s	hould be maintained permanently	e

## REC RDS RETENTION SCHEDULE

RC-50, Revised 12/95
Return to Public Records Administrator



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PUBLIC RECORDS ADMINISTRATION

231 Capitol Ave., Hartford, CT 06106

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Agency Environmental Protection  Division or Unit Pesticide Management - Bradford Robinson		Address 79 Elm	Street	If revised, enter previous retention schonumber here: # 90-1-1
		Hartfor	rd, CT 06106	Page 5 of 10
		APPROVED RE	ETENTION PERIOD	
(Number consecutively)	RECORD SERIES¹ TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
20.	Sales records of restricted use pesticides from	permanent		
	registered dealers			
			3	
21.	Special pesticide registration allowed under	permanent'		
	federal legislation			
			,	3
22.	Hearing records - pesticide enforcement misuse	permanent		
+ t_	or other applicator violations	187		
23.	Hearing records - pesticide cancellation,	permanent,	,	
	re-classification, variances from regulations			
24.	Hearing records for pesticide regulation	permanent/		
	adoption	archival		
	<sup>1</sup> Record Series is a group of similar or related records arranged under a single fi particular subject, result from the same activity, or have a particular form. <sup>2</sup> Records with a permanent retention period cannot be stored at the Records Ceroutside the office, it should be appraised for possible transfer to the State Archives.	nter. If you believe a record s	should be maintained permanently	

Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State ) Anivist)	Date 5/21/98	Approved (Public Records Administrator)	Effective Date of Schedule WAY 2 1 1998

# RFCORDS RETENTION SCHEDULE

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Return to Public Records Administrator



STATE OF CONNECTICUT

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PUBLIC RECORDS ADMINISTRATION

231 Capitol Ave., Hartford, CT 06106

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Agency Environmental Protection	Address 79 Elm Street	If revised, enter previous retention sc
Division or Unit Pesticide Management - Bradford Robinson	Hartford, CT 06106	number here: # 90-1-1 Page 6 of 10
	APPROVED RETENTION REDIOD	

		APPROVED RETE		
(Number consecutively)		Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
25	Reports by Department of inspection of pesticide	5 years		
-	applicators, manufacturers, or dealers	16		
-				
26.	Minutes of meetings of Commissioner's pesticide	permanent/		
	advisory council	archival		
				41
27	Applications for pesticide application business	5 years		
	registrations	from expiration		
28.	Records of restricted pesticide as submitted by	permanent		
	private applicators (farmers)			4
29.	Private applicator (farmer) pesticide certificate	2 years after		3.
	copies. Issued under 22a-54	lapsing		

<sup>1</sup>Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

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Approved (Agency Records Management Ligison Officer)	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State Archivist)  Approved (State Archivist)  Approved (State Archivist)	Date 5/21/98	Approved (Public Records Administrator)	Effety Date of Supple le

#### RTORDS RETENTION SCHEDULE

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Agency



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

Address

FOR	OFFICE	EUSE	ONLY		
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Environmental Protection		79 Elm St	reet	number here: #_90-1-1 Page of10_	
Division or	Division or Unit Pesticide Management - Bradford Robinson		, CT 06106		
(Number consecutively)	RECORD SERIES' TITLE	APPROVED RET	RECORD PERIOD  Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)	
30.	Records of credits qualifying pesticide applicators		у‡		
	for recertification	after it expires if not renewed			
en e					
31	Commercial supervisory pesticide certificate	2 years after			
	copies	lapsing			
32.	Commercial operator pesticide certificate copies	2 yrs after			
V.		lapsing			
33.	Records of pesticide use submitted by commercial	permanent			
	applicators	8	4		
34.	Copies of receipts given to examinees for test	no retention			
	fees - given on request only - no audit value				
	<sup>1</sup> Record Series is a group of similar or related records arranged under a single filing particular subject, result from the same activity, or have a particular form. <sup>2</sup> Records with a permanent retention period cannot be stored at the Records Cent outside the office, it should be appraised for possible transfer to the State Archives.	er. If you believe a record sh	nould be maintained permanently		
1 11 -1	d (Agency Records Management Liaison Officer) Typed Name of RMLO  Victoria N. Wentwo.	Title rth Agency I	RMLO	Date 5/14/98	
	(State Aschivist)	Approved (Public	Records Administrator)	Effective Date of Schedule	

### RECORDS RETENTION SCHEDULE

R\_0, Revised 12/95
Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY	
Retention Schedule # 98 -	-5-4

Agency Environmental Protection  Division or Unit Pesticide Management - Bradford Robinson		Address 79 Elm Str	eet	If revised, enter previous retention s number here: # 90-1-1
		Hartford,	CT 06106	Page 8 of 10
(Number	RECORD SERIES! TITLE	APPROVED RETE		ARCHIVAL DESIGNATION
consecutively)		Office	Records Center or approved off-site facility <sup>2</sup>	(to be filled in by State Archivist)
35.	Attendance forms from continuing education courses	Until certificate is renewed or	(	4
	given by DEP or others to qualify applicators for	l yr after cert. lapses if not		
	recertification	renewed		
36.	Pesticide business registration certificates	2 yrs after lapsi	ng	
37.	Attendance rosters submitted by provider from	6 yrs		3
	continuing education courses			
38	Letters from DEP to continuing education course	6 yrs		
	sponsor approving course and indicating number of			
	credits for attendees	-		
	<sup>1</sup> Record Series is a group of similar or related records arranged under a single fili particular subject, result from the same activity, or have a particular form. <sup>2</sup> Records with a permanent retention period cannot be stored at the Records Cen outside the office, it should be appraised for possible transfer to the State Archives.	er. If you believe a record shou	ald be maintained permanently	
Approved	1 (Agency Records Management Ligison Officer) Typed Name of RMLO	Title		Date
	un N. Wentubillo Victoria N. Wentwor			5/14/98
Approve	(State Archivist) Date 5/21/98	Approved (Public Re	cords Administrator)  ORRER	Effective Date of Schedul MAY 2 1 1996

#### RT ORDS RETENTION SCHEDULE

RC-0, Revised 12/95
Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE	USE ONLY
Retention Sche	dule # <u>98-5-4</u>

		231 Capitol Ave., Hartford	, CT 06106	This schedule is original; ra
The state of the s	Environmental Protection	Address 79 Elm St	reet	If revised, enter previous retention se number here: #_90-1-1
Division or	Pesticide Management - Bradford Robinson	Hartford,	CT 06106	Page 9 of 10
(Number consecutively)	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETE	ENTION PERIOD  Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)
39.	Enforcement actions: Dept. orders, including	permanent/archiva	+	(to be fined in by State Artificial)
	consent orders, referrals to the Attorney General,			
	State's Attorney, or to the US EPA for violation			
	of pesticide laws			
40.	Pesticide dealer exam answer sheets (passing or	2 yrs after		
	failing grade)	exam		
41.	Monthly DEP summaries by the Department of	5 yrs		
	inspections conducted by Pesticide Program Staff			
42.	Pesticide certificate renewal application forms	l yr after		
	(all categories)	certificate is renewed		
	Record Series is a group of similar or related records arranged under a single fili-	l		

'Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

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Approved (Agency Records Management Liaison Officer)	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State Archivist)  Narle 7	ex 5/21/98	Approved (Public Records Administrator)	Effective Date of Schedule

#### REC( DS RETENTION SCHEDULE

RC-50, Revised 12/95
Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE US	JALY ,
Retention Schedule	# 98-5-4

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	Invironmental Protection	Address 79 Elm Str	eet	If revised, enter previous retention sched- number here: #90-1-1	
Division or P	Unit Pesticide Management - Bradford Robinson	Hartford,	CT 06106	Page 10 of 10 pa	
		APPROVED RETE	NTION PERIOD		
(Number onsecutively)	RECORD SERIES¹ TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)	
43.	Notes made by DEP inspection staff in the field.	Field notes			
	Field inspections are made in connection with	shall be retained	for as		
	safety problems, review of license activities, 1	ong as the formal			
	citizen complaints, suspicion of environmental	reports into which		1	
	law violations and other regulatory	they are			
	responsibilities.	incorporated are		2	
		retained.			
				*	
				4	
	<sup>1</sup> Record Series is a group of similar or related records arranged under a single fil	ing system or kept together as a	unit because they relate to a		

particular subject, result from the same activity, or have a particular form.

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#### RECORDS RETENTION SCHEDULE

RC-50 ised 5/1999

Agency:

Division or Unit:

(Return to Public Records Administrator)

Dept. of Environmental Protection

Waste Management - Pesticides



79 Elm St., Hartford, CT 06106

Address:

STATE OF	CONNECTICUT
Connecticut.	·Library
PUBLIC R.	JRDS ADMINISTRATION
231 Capitol A	ve., Hartford, CT 06106
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Retention Sche	iule # 98	-5 1	A

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number here:	#_98-5-4	Addendum
	Page 1 of	1 pages

Revision of 85-3-13 85-3-16

ITEM NUMBER	0	APPROVED RE	TENTION PERIOD	4		
(i.e. S1-065)	RECORD SERIES¹ TITLE	Office	Records Center or approved off-site facility <sup>2</sup>	ARCHIVAL DESIGNATION (to be filled in by State Archivist)		
44).	Reports of Adverse Effects - submitted by companies that make or market pesticides - reports from people who think a product has affected them (generally not verified)	1 year following date of receipt				
45).	Arborist fee ledger sheets	3 years or until audited, whichever is later		,		
46).	Arborist examination answer sheets and exam applications - passing grade	6 years after test date				
47).	Arborist examination answer sheets and exam applications - failing grade	2 years after test date				
48).	Arborist Master examinations and keys	5 years after test date				
49).	Arborist Recertification documents	Until license is renewed .				
50).	Arborist, tree care operators original and renewal licenses	6 years after expiration		E		
		8		81		
				,		
		×				

<sup>&</sup>lt;sup>1</sup> Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

Approved (Agency Records Management Chaison Officer)	Typed Name of RMLO: VICTORIA N. Wentwor	The Agency RMLO	Date: 1 / 7 /03
Approved (State Archivist) Jones	Date: Approve	d (Public Records Administrator):	Effective Date of Schedule:

<sup>&</sup>lt;sup>2</sup> Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

STATE CONNECTICUT

Connecticut State Library
231 Capital Ave., Hartford, CT 06106
PUBLIC RECORDS ADMINISTRATION

(3) NAME OF AGENCY (4) NAME OF DIVISION Department of Environmental Protection Pesticide, PCB, UST, and Marine Terminal Management Division (6) RETENTION SCHEDULE NUMBER (If revised, enter previous retention schedule no. here). (5) ("X" One) ORIGINAL SCHEDULE 93-1-4 XXREVISED 93-1-4 A (Addendum) APPROVED RETENTION (11) LEGAL REQUIREMENTS (7) TEM DESCRIPTIVE TITLE OF RECORD (8) (9) (10) RECORDS CENTER OFFICE Field notes shall be retained FIELD NOTES: Notes made by DEP staff in the field; notes are either handwritten or typed into a portable for as long as the formal computer. Field inspections are made in connection reports into which they are with safety problems, review of permit applicant or incorporated. permittee operations, citizen complaints, suspicion of environmental law violations, and other regulatory responsibilities. (12) AGENCY APPROVAL APPROVED

#### RECORDS RI **NTION SCHEDULE**

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231 Capitol Ave., Hartford, CT 06106
PUBLIC RECORDS ADMINISTRATION

(2) DATE

	OF AGENCY		(4) NAME OF D			decayed next is	
Department of Environmental Protection				Pesticide, PCB, UST, and Marine Terminal Management Division			
(5) ("X" One) CRIGINAL (If revised, enter previous retention schedule no. here).  SCHEDULE REVISED				SCHEDULE NUMBER			
		A	PPROVED RETENTION		Т .		
	(8)	DESCRIPTIVE TITLE OF RECORD	(9)	OFFICE	(10) RECORDS CENTER	(11) LEGAL REQUIREMEN	
1	Underground Sto	rage & Handling of Oil & Petroleum Liqui	ds				
	Notification Fo			anent/Archive			
	Underground Sto	rage & Handling of Oil & Petroleum Liqui	ds				
2.	Inspection Repo	rts & Variances	Perma	anent/Archive			
3.	Underground Sto	rage Tank Clean-Up Fund Applications	Perma	anent/Archive			
4.	Leaking Undergr Inspection and	ound Storage Tank Trust Fund Site Clean-up Files	Perm	anent/Archive			
5.	Documentation	ound Storage Tank Trust Fund Cost Recove	ry 10 Y	ears			
6.	Leaking Undergr Specification a	cound Storage Tank Trust Fund Bid and Contract Awards	Unti	l Superseded			
7.	Leaking Undergr	ound Storage Tank Trust Fund Site Clean-	up 7 yea	ers after litigatio	n		
		ds-Originals for Cost Recovery		peen completed			
8.	Underground Sto	rage & Handling of Oil and Petroleum Liq	uids Perma	enent/Archived			
	Regulation Adop						
9.	Underground Sto Enforcement Act	rage & Handling of Oil and Petroleum Liq	uids Perma	anent/Archive			
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12) AGEN		GNATURE 4/29/93	APPROVED (P	esnel & BB	celo-	DATE 5/7/9:	